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Approved For Release 2009/11/21 : CIA-RDP70-00211R000300330017-3

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
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FROM	INITIALS	DATE
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☐ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☒ RETURN
☒ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

Remarks:

Comments by 1 Sept.
* See reverse.
* n n

SECRET

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UNCLASSIFIED

* Suggesting adding "or his designee" after "The Chief, Management Staff" in par. 4a.

Concur



STAT

* Par 4 b (3) Recommend rewording to read "Rendering required reports." We should not restrict ourselves by limiting the DD's responsibility to furnish only those reports required by regulation.

We might want to take a less formal route to obtain a report!



RCS make this change.

25X1

12 August 1955

R-

MEMORANDUM FOR: Deputy Director (Support) (Info) - 2
Deputy Director (Intelligence) - 10
Deputy Director (Plans) - 19
Director of Communications - 3
Director of Personnel - 5
Director of Logistics - 9
Director of Training - 3
Director of Security - 10
Comptroller - 3
Chief, Medical Staff - 3
Chief, Audit Staff - 1
Inspector General - 1
Cable Secretary - 1
S/A to DCI for Planning and Coordination (Info) - 1
General Counsel - 1

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SUBJECT: Proposed Regulation No. [] Records Management
(Job #1320-VJB)

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1. Proposed R [] is submitted for your concurrence and comment.

2. This regulation supersedes CIA Regulation No. [] and includes program elements not previously covered. Specifically, it brings forms management, reports management, and correspondence management within the scope of records management; assigns responsibility for technical supervision of the Repository to the Management Staff; and provides for top level support by assigning to the Deputy Directors responsibility for establishing and maintaining area programs.

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3. This regulation is proposed by the Chief, Management Staff. Questions may be directed to [] Chief, Records Management Staff, extension []

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4. It is requested that your concurrence and comments be indicated on the attached Concurrence Sheet and submitted to this Staff by 2 September 1955.

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Enclosures:

Chief, Regulations Control Staff

1. Proposed regulation
2. Concurrence Sheet

MS/RCS: [] mmm, [] (8 Aug. 55)